

## **Rules and Regulations of the Doctoral School at Poznań University of Economics and Business**

### **I. TRAINING**

#### **Article 1**

1. Doctoral training shall be provided by the Doctoral School at Poznań University of Economics and Business (hereinafter referred to as the Doctoral School) with the exception of the doctoral programmes referred to in the Law on Higher Education Act of 27 July 2005, commenced before the academic year 2019/2020, and doctoral programmes followed under the *Implementation Doctorate* scheme.
2. The training of doctoral students shall prepare them for the award of a doctoral degree.
3. No fees shall be charged for the training of doctoral students at the Doctoral School.
4. The training process at the Doctoral School shall be supervised by the Academic Advancement Board as of the date of its appointment.
5. The number of candidates admitted in any given academic year to the Doctoral School shall be determined by the Rector.
6. The terms and procedures of admission shall be established by the Senate.

#### **Article 2**

1. The training of doctoral students shall last from 6 to 8 semesters in accordance with the curriculum specified by the Senate.
2. A person enrolled in the Doctoral School shall commence their training and acquire doctoral student rights upon taking the oath. It is possible to be a doctoral student in only one doctoral school at a time.
3. The training of doctoral students at the Doctoral School shall be conducted based on the curriculum and the individual research plan of a given doctoral student.
4. The curriculum may provide for practical training in the form of teaching or participating in the teaching of courses, to the extent specified in the curriculum, but with the teaching load not exceeding 60 class hours per year.
5. A doctoral student, in consultation with his or her supervisor(s), shall draw up an individual research plan containing, in particular, a schedule for the preparation of his or her doctoral dissertation, and present it to the Rector of the University through the Director of the Doctoral School within 12 months following the commencement of training. In the case of the appointment of an assistant supervisor, the plan shall be presented after it has been reviewed and approved by the said supervisor.

6. The provisions of these rules and regulations regarding a supervisor shall also apply to supervisors in the case of appointing more than one supervisor for a given doctoral student.
7. Before submitting an individual research plan to the Rector, the Director of the Doctoral School shall consult the Doctoral School Council and, if necessary, the Academic Advancement Board.
8. The individual research plan shall comprise the initial concept of the doctoral dissertation, a schedule for the preparation of the doctoral dissertation, and the deadline for the submission of the doctoral dissertation; where a doctoral student has obtained approval for an individual study programme, such an individual study programme shall also be included. If a doctoral student pursues an individual study programme, the condition for enrolment in a subsequent semester shall be the successful completion of all subjects and work placements provided for in his or her individual study programme.
9. The mid-term assessment of the execution of the individual research plan shall be carried out by a committee at the mid-point of the training period as defined in the curriculum. The committee shall be composed of three persons, including at least one person holding the academic degree of *doktor habilitowany* or the title of professor in the discipline in which a given doctoral dissertation is being prepared, employed outside the institution operating the doctoral school or a person referred to in Article 190(5) of the Act of 20 July 2018 Law on Higher Education and Science (hereinafter referred to as the "Act"). A supervisor and assistant supervisor may not serve as members of the assessment committee.
10. The mid-term assessment shall involve:
  - 1) reviewing the documents related to the course of training, in particular with regard to the execution of the individual study programme, and
  - 2) a presentation by the doctoral student of their accomplishments to date (no longer than 15 minutes) and
  - 3) the committee's discussion with a doctoral student concerning the dissertation being prepared.

The result of the mid-term assessment may be either positive or negative.
11. The result of the assessment together with its substantiation shall be publicly available.
12. Following consultation with the Doctoral School Council, the Director of the Doctoral School shall apply to the Academic Advancement Board for the appointment of a supervisor or supervisors and an assistant supervisor for individual doctoral students. The Academic Advancement Board shall appoint the supervisors within 3 months of the commencement of training. The Academic Advancement Board may appoint a supervisor other than the prospective supervisors listed in the School's offer prepared by the Director of the Doctoral School.
13. The Academic Advancement Board shall also decide on the replacement of the supervisor and the assistant supervisor. Replacement of the supervisor and assistant supervisor may occur:
  - 1) upon a justified request of a doctoral student, or
  - 2) at the request of the Director of the Doctoral School, or
  - 3) at the initiative of the Academic Advancement Board.
14. The training of a doctoral student must lead to the achievement of learning outcomes at Level 8 of the Polish Qualifications Framework (PRK).

15. A doctoral student shall be required to complete a work placement as defined in the curriculum.
16. A doctoral student shall be enrolled in the next semester if he or she has successfully completed all subjects and has achieved the total of ECTS credits required to complete a given semester, and has completed the work placement scheduled for that semester. The curriculum may be followed by a doctoral student both at the Poznań University of Economics and Business, as well as, to a certain extent, in other doctoral training establishments and institutions or research or scientific research establishments/institutions at home or abroad. The recognition of a doctoral student's attainments earned outside of PUEB is carried out in accordance with the rules applicable in the ECTS system. The Director of the Doctoral School shall give consent to the execution of the curriculum in the institutions referred to above upon consultation with all supervisors.
17. A doctoral student shall be struck off the list of doctoral students in the cases specified in the Law on Higher Education and Science Act of 20 July 2018 (hereinafter referred to as the Act).
18. A doctoral student may be struck off the student register in the cases specified in the Act.
19. A doctoral student shall be struck off the register of doctoral students by an administrative decision issued by the Rector or a person authorised by the Rector.
20. A doctoral student may appeal against the decision on removal from the student register to the Rector. Such a request for an appeal shall be submitted within 14 days from receiving the removal decision through the Director of the Doctoral School.
21. If the requirements set out in Art. 16 hereof are not met, the Director of the Doctoral School may, at the request of a doctoral student, decide to allow the student to continue studies at the next semester, provided that the student successfully completes the failed subjects, and Director of the Doctoral School sets a deadline for their completion, which may not exceed one semester. In such a case, a doctoral student shall, in consultation with the course instructor, agree to a deadline for obtaining the required credit. The Director of the Doctoral School shall notify a doctoral student of his or her conditional completion of a semester and of the time limit set for the fulfilment of the conditions in writing against a confirmation of receipt; a doctoral student may, within seven days of the receipt of the notification, discontinue education or training, giving notice in writing against a confirmation of receipt. Upon the lapse of this deadline, a doctoral student who does not give notice of his or her resignation shall be enrolled (conditionally) in the next semester of education. The need to pass classes referred above, may not result in the extension of the period of education at the Doctoral School. A doctoral student may be granted a conditional semester credit only once.
22. A doctoral student shall not have the right to repeat a semester or a year of study.
23. A person struck off the register of doctoral students shall be obliged to return books, materials, and any other items owned by the University, as well as to meet all financial obligations towards the University.
24. The education of doctoral students at the Doctoral School shall take into account the special needs of disabled persons.
25. The course of training of a doctoral student at the Doctoral School at UEP shall be documented in the doctoral student's personal file, which shall contain, among others, the documents required and submitted in the process of enrolment, the documents

concerning the course of training referred to in § 2, 3 and 8, as well as the documents related to the completion of training specified in § 9.

26. Documentation of the course of education at the UEP Doctoral School is also carried out in the Integrated Information System on Higher Education and Science POL-on to the extent resulting from the relevant regulations".

### Article 3

1. The deadline for the submission of a doctoral dissertation, as specified in the individual research plan, may be extended by the Rector pursuant to the terms laid down in the Act and these Rules and Regulations.
2. The deadline for the submission of the doctoral dissertation may be extended at the legitimate request of a doctoral student in the case of:
  - 1) the replacement of the supervisor,
  - 2) death of the supervisor or long-term inability of the supervisor to perform his/her duties,
  - 3) prolonged illness of a doctoral student exceeding 3 months at a time,
  - 4) the need to complete scientific research or development work necessary for the submission of the doctoral dissertation.

The deadline for the submission of the doctoral dissertation shall be extended after consultation with all supervisors and assistant supervisors, except for the provisions of Art. 3.2.1 and 3.2.2 hereof.

3. Education at the Doctoral School may be suspended in the cases specified in the Act, at the request of a doctoral student.
4. The provisions of Art. 3.2 hereof shall also apply to an assistant supervisor.

### Article 4

The Director of the Doctoral School shall act as the direct supervisor of doctoral students with respect to the implementation of the curriculum and their individual research plan. A doctoral student shall report to the Director of the Institute in which he or she has been assigned courses to teach.

### Article 5

1. A doctoral student shall be required to follow the curriculum and execute their individual research plan.
2. A doctoral student shall be required to act in accordance with the wording of the oath, the rules and regulations of the Doctoral School and the doctoral student's code of ethics adopted at the University.
3. The duties of a doctoral student shall also include:
  - 1) submitting a report on research work to the Director of the Doctoral School within 14 days of the end of each semester; the report shall be accompanied by the opinion of all supervisors and the assistant supervisor on the progress of research work and the preparation of the doctoral dissertation,
  - 2) participating in the activities of doctoral student self-government,
  - 3) observing the regulations and internal normative acts in force at the University.

4. Should the need arise to conduct research related to the doctoral dissertation at a considerable distance from the seat of the University, resulting in particular from agreements concluded by the University, the Director of the Doctoral School may, in consultation with all supervisors and the assistant supervisor, exempt a doctoral student from the obligation to attend classes covered by the curriculum for the time necessary to carry out the research. The exemption from the obligation to attend classes shall not release a doctoral student from the duty to successfully complete and obtain credits for the subjects covered by the curriculum.

#### Article 6

1. Doctoral students shall have the right to:
  - 1) attend lectures delivered at the University, unless access to those lectures has been restricted,
  - 2) make use of the public services of the University (e.g. library collections, scientific information, computer laboratories, Internet access),
  - 3) receive a doctoral student identity card,
  - 4) receive other benefits provided for in the Act or internal University regulations, pursuant to the terms and conditions laid down in those regulations.
2. In addition to the rights specified in Art. 6.1 above, doctoral students may apply for:
  - 1) foreign scholarships as part of the University's international contacts,
  - 2) domestic and foreign scientific studies or research internships,
  - 3) co-financing of scientific research from the funds of the Ministry of Science and Higher Education and other institutions involved in funding such activities.

#### Article 7

1. Doctoral students with disabilities may apply for adjustments to the way the education process is organised and implemented to take account of the type of disability.
2. Decisions in the cases referred to in Art. 7.1 above shall be made by the Director of the Doctoral School, following consultation with the Rector's Representative for Disabled Persons.
3. Doctoral students referred to in Art. 7.1 shall include:
  - 1) disabled persons holding a valid certificate of the degree of disability,
  - 2) chronically ill persons without a certified degree of disability, whose medical records confirm their health status,
  - 3) persons in whom a sudden illness or accident has resulted in a temporary inability to fully participate in classes and these circumstances are confirmed by the submitted medical records.

#### Article 8

1. The Director of the Doctoral School shall certify the successful completion of examinations and credit tests, credits for each semester, work placements and research internships on the doctoral student's interim academic progress sheet, which documents the course of doctoral education.
2. The doctoral student's interim academic progress sheet shall be maintained in accordance with the template specified by the Rector and shall be kept in the student's personal file. The doctoral student may access its contents using the ICT systems operating at the University.
3. The University shall apply the following grading scale for credits and exams:

<b>Grade</b>	<b>Abbreviation</b>	<b>Digit</b>	<b>Letter</b>	<b>Points</b>
Bardzo dobry (Very good)	bdb	5.0	<b>A</b>	90-100
Dobry plus (Good plus)	db pl	4.5	<b>B</b>	82-89
Dobry (Good)	db	4.0	<b>C</b>	73-81
Dostateczny plus (Satisfactory plus)	dst pl	3.5	<b>D</b>	64-72
Dostateczny (Satisfactory)	dst	3.0	<b>E</b>	55-63
Niedostateczny (Fail)	ndst	2.0	<b>F</b>	54 and less

4. A doctoral student is entitled to two attempts at obtaining credits/examinations for each course in a given credit period: the main attempt and one resit, at dates specified in the academic calendar.
5. For the Doctoral School, the academic calendar, to the extent not resulting from the Act and the Statute, shall be determined by the Rector.

#### Article 9

1. Education at the Doctoral School concludes with the submission of a doctoral dissertation.
2. At the request of a person who has not completed education at the Doctoral School, the University shall issue a certificate on the course of education. Such certificate shall be signed by the Rector or a person duly authorised by them.

### II. ORGANIZATION OF THE DOCTORAL SCHOOL

#### Article 10

1. The Doctoral School shall be headed by the Head of the Doctoral School, hereinafter referred to as the Director. The Rector may appoint a Deputy Director of the Doctoral School, hereinafter referred to as the Deputy Director.
2. The Director shall be appointed and dismissed by the Rector on a proposal from the Vice-Rector responsible for doctoral education, or on his own initiative. Appointment of a Director shall require consultation with the doctoral student self-government body indicated in the regulations of that self-government. This opinion shall be given within 21 days of the receipt of the rector's request for an opinion from the doctoral student self-government. Should this time limit expire without effect, the requirement for an opinion shall be considered fulfilled.
3. The Deputy Director shall take the place of the Director when he or she is absent or prevented from attending to his or her duties for other reasons. In such cases, the Deputy Director shall take the decisions and take the decisions provided for by these rules for the Director of the Doctoral School.
4. The Deputy Director shall also assist the Headmaster in the performance of day-to-day tasks. The division of the day-to-day tasks between the Principal and the Deputy Principal shall be determined by the Director of the School.
5. The Director's powers in terms of organising and executing the educational process of doctoral students are as follows:
  - 1) developing a draft curriculum of the Doctoral School and draft staffing for the courses,
  - 2) arranging courses in accordance with the curriculum, including cooperation with the University administration in order to ensure appropriate teaching facilities,
  - 3) supervising the delivery of courses,
  - 4) reviewing (every semester) the execution of the curriculum and the individual research plans of individual doctoral students based on the interim progress reports submitted by the doctoral students and the feedback from the supervisor(s),
  - 5) performing other tasks as specified in these Rules and Regulations.
6. The Director's financial responsibilities include:
  - 1) developing components of the University's financial plan and the provisional financial plan for the Doctoral School, as well as any amendments thereto,
  - 2) implementing the University's financial plan and the provisional financial plan as regards the Doctoral School.
7. The staffing of the courses offered by the Doctoral School shall be recommended by the Director of the Doctoral School and approved by the Doctoral School Council.
8. A doctoral student may raise objections to the Rector with respect to the semester review referred to in Art. 10.5.4 hereof. Any such objections shall be submitted in writing within seven days of receiving the result of the review. While raising objections, doctoral students shall be obliged to indicate which sections of the disputed review they disagree with and why.
9. The Rector shall investigate the objections upon receiving the opinion of the Director. The Director shall express his/her position on the matter within no more than 14 days of the date of becoming aware of the doctoral student's objections. The above procedure shall apply accordingly in the event that a doctoral student raises objections to the decisions of the Director of the Doctoral School in matters relating to the completion of a semester.

## Article 11

## Doctoral School Council

1. The Council of the Doctoral School and its individual members are appointed and dismissed by the Rector.
2. The Doctoral School Council shall comprise:
  - 1) the Director of the Doctoral School as the Chairperson,
  - 2) Deputy Director of the Doctoral School (if appointed),
  - 3) a representative of each Institute appointed by the Rector following consultation with the Director of the Institute,
  - 4) representatives of foreign universities or research institutions invited by the Rector,
  - 5) a representative of doctoral students, appointed by the doctoral student self-government.
  - 6) other persons appointed by the Rector.
3. The Chairman of the Council of the Doctoral School shall be replaced by a person designated by him from among the members of the Council, or in the absence of such designation, by a person designated by the Rector from among the members of the Council.
4. The Council of the Doctoral School shall take decisions or express its position in the form of resolutions. Resolutions of the Council shall be adopted by a simple majority of votes of persons participating in the voting. In the event of an equal number of votes for and against, the person chairing the Council meeting at which the vote is taken shall have the casting vote.
5. The Council of the Doctoral School may adopt rules of procedure of the Council of the Doctoral School, specifying detailed rules for the holding of its meetings.
6. The responsibilities of the Doctoral School Council shall include the following:
  - 1) reviewing the draft curriculum of the Doctoral School and any changes thereto,
  - 2) preparing the draft rules and regulations of the Doctoral School and recommending any changes thereto,
  - 3) approving the staffing of courses provided by the Doctoral School,
  - 4) preparing the draft terms of admission to the Doctoral School,
  - 5) reviewing the individual research plans of doctoral students,
  - 6) suggesting the composition of a committee for the mid-term assessment of the execution of individual research plans for doctoral students,
  - 7) issuing opinions on matters concerning the admissions procedure and the education of doctoral students, submitted by the Rector or the Academic Advancement Board,
  - 8) interim evaluation of the quality of education at the Doctoral School,
  - 9) any other duties as provided for in the laws in force and the University Statutes.
7. The Doctoral School Council shall participate in the drafting of the University's development strategy with respect to the education of doctoral students.



Annex 1  
to the Regulations of the Doctoral School  
of the Poznań University of Economics and Business (PUEB)

Principles of conducting a mid-term assessment at the Doctoral School of the PUEB

Article 1

Activities during a mid-term assessment:

- 1) A mid-term assessment is carried out in the middle of an academic term; a doctoral student may submit an application for an earlier mid-term assessment provided that the supervisor agrees to such an earlier assessment.
- 2) The composition of the mid-term assessment committees (hereinafter referred to as 'mid-term assessment committees') is proposed by the Director of the Doctoral School and approved by the Rector of the PUEB, and then published in the form of an announcement. A mid-term assessment committee consists of three persons, including at least one person with a post-doctoral degree (habilitated doctor) or the title of professor in the discipline in which a doctoral dissertation is being prepared, employed outside the entity running the doctoral school or a person referred to in Article 190(5) of the Act. The supervisor and the assistant supervisor cannot be members of the mid-term assessment committee.
- 3) During the mid-term assessment, the commission examines documents concerning a doctoral student's education, particularly in terms of the implementation of an individual research plan, including: a report on the implementation of the individual research plan signed by the doctoral student and assessed by the supervisor; the individual research plan with possible modifications; semester reports of the doctoral student assessed by the supervisor; a summary of grades; minutes of scientific meetings at the department/institute, where the doctoral student presented their research; confirmed participation in scientific conferences and speeches; scientific articles; chapters of the doctoral dissertation; and information on internships and received scholarships.
- 4) As part of the mid-term assessment, the mid-term assessment committee interviews the doctoral student. During the interview, the doctoral student presents their achievements to date (no longer than 15 minutes), and then the committee discusses the doctoral dissertation being prepared and the implementation of the individual research plan. Notification of the date of the interview with the doctoral student is sent to the doctoral student by registered mail and to the university e-mail address at least 21 days before the interview; the notification sent to the address indicated by the doctoral student for correspondence is considered to be effectively delivered within 14 days of

sending it, even if it has not been collected or has been returned with the annotation 'unknown addressee', 'addressee moved out' or the like.

## Article 2

Principles of the work of the mid-term assessment committee:

- 1) decisions of the committees are made in the form of resolutions, openly and by a simple majority of votes; in the event of an equal number of votes 'for' and 'against', the casting vote is that of the chairman of the committee;
- 2) the meeting of the mid-term assessment committee may take place outside the seat of the PUEB using electronic means of communication that meet the requirements of applicable regulations;
- 3) a report is drawn up of the meeting of the mid-term assessment committee;
- 4) resolutions adopted by the mid-term assessment committee by means of electronic communication are signed by the chairman of the committee; the chairman also signs the minutes and other documents produced by the mid-term assessment committee by electronic means of communication;
- 5) the result of the assessment with justification is public; the doctoral student is notified of the result of the mid-term assessment in writing by a registered mail;
- 6) in the event of a negative result of the mid-term assessment, the doctoral student shall be removed from the list of doctoral students.